

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070
TUESDAY, MARCH 20, 2018**

Call to Order

Roll Call

President Tim Jones called the Regular Board Meeting of the Prospect Heights Park District to order at 7:07 p.m.

Commissioners present:

Vicki Carney
Tim Jones
Karl Jackson
Eric Kirste
Bob Loranger

Also Present:

Christina Ferraro – Executive Director
Julie Caporusso – Superintendent of Recreation
Dino Squiers – Superintendent of Parks & Facilities
Edlyn Castil – Admin. Asst./Recording Secretary
Ali Geary – Marketing Coordinator

Commissioners absent:

Ellen Avery
Terry Curtis

A quorum was present.

Pledge of Allegiance

The Pledge of Allegiance was led by Tim Jones.

Corrections/Additions/Approval of Agenda

A motion was made by Commissioner Kirste and seconded by Commissioner Carney to approve the agenda as submitted with two absent (Commissioners Avery and Curtis). The motion was approved with a voice vote. The motion carried.

Correspondence

There was none.

Recognition/Welcome

There were no residents in attendance.

Approval of Minutes

Regular Board Meeting – February 20, 2018

There was discussion about correcting the minutes to read under Roll Call "...Vicki Carney (*arrived at 7:23 p.m.*), Terry Curtis...".

A motion was made by Commissioner Loranger and seconded by Commissioner Kirste to approve the February 20, 2018 Regular Board Meeting Minutes as corrected. The motion was approved with a voice vote with two absent (Commissioners Avery and Curtis). The motion carried.

Announcements (Meetings)

The next Regular Board Meeting is scheduled on April 17, 2018 at 7:00 p.m. at GMRC.

Park District Treasurer's Report**Approval of Warrants for Payment**

| | | | |
|-------------------|------------|----|------------|
| Vendor #2 | | \$ | 78,672.31 |
| Vendor #2A | | \$ | 7,477.15 |
| Vendor #2B | | \$ | 7,134.68 |
| Vendor #2C | | \$ | 11,639.72 |
| Vendor #2D | Electronic | \$ | 32,293.11 |
| Payroll #3 | 02/02/18 | \$ | 62,935.94 |
| Payroll #4 | 02/16/18 | \$ | 59,312.45 |
| Total of Warrants | | \$ | 259,465.36 |

A motion was made by Commissioner Carney and seconded by Commissioner Kirste to accept Warrants for payment as submitted for Vendor Warrants # 2, 2A, 2B, 2C, 2D, and Payroll 3, 4 in the amount of \$259,465.36. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: Commissioner Avery and Curtis

The motion carried.

Business Manager Report**YTD Fund Summary**

This item will be tabled until next month.

Attorney's Report

There was no report.

Administrative / Operational Summary

Executive Director – as submitted. Executive Director Christina Ferraro reported that she is working on signage for the Nature Preserve and working on putting together an RFP for the District's website.

Superintendent of Recreation – as submitted. Superintendent of Recreation Julie Caporusso also reported the Spring Brochure was mailed out to residents last week. She has met with the Prospect Heights Library District about the Storywalk and gave Dino and Doug Ransdell samples of the Storywalk boards.

Superintendent of Facilities and Parks – as submitted. Superintendent of Parks & Facilities Dino Squiers reported that the baseball fields are not ready and prep work to the fields will be completed but it is dependent of the weather. NRC is working with the Park District staff to clean up Walnut Woods. The Board suggested asking the City Arborist to evaluate.

Director of Golf Operations – as submitted.

Superintendent of Greens – as submitted.

Committees of the Board

There were none.

Public Comment

There were none.

Unfinished/Ongoing Business**Food, Beverage & Banquet Service at Old Orchard Country Club**

Executive Director Christina Ferraro reviewed the updated timeline. She reported that Marketing Coordinator Ali Geary created a banquet menu and OOC will not need to hire a graphic artist.

Unfinished/Ongoing Business (continued)

Park District Logo Discussion

Executive Director Christina Ferraro and Marketing Coordinator Ali Geary presented to the Board Logo 3 which received the most votes by the staff. By Board consensus, Logo 3 will be the District's new logo.

Golf Grounds Equipment Lease

There was discussion about the proposals received for the Golf Grounds equipment.

A motion was made by Commissioner Loranger and seconded by Commissioner Jackson to approve the lease proposal from Wintrust for the three pieces of grounds equipment for a 60 month term at a cost not to exceed \$114,850. The motion was approved by a roll call vote.

Ayes: Commissioners Carney, Jackson, Jones, Kirste, Loranger

Nays: None

Absent: Commissioner Avery and Curtis

The motion carried.

Recess into Executive Session

A motion was made by Commissioner Jackson and seconded by Commissioner Kirste to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purpose of discussion of Personnel (Section 2(c) (1)) at 7:23 p.m. The motion was approved with a voice vote. The motion carried.

Reconvene to Open Session

Open session reconvened at 7:58 p.m. During Executive Session Approval of Minutes and Personnel were discussed.

Possible Action on Matters Discussed in Executive Session

Discussion was held regarding personnel. Executive Director Christina Ferraro was directed to engage with McClure, Inserra & Company from Arlington Heights to provide accounting services on average two days a week on a short term basis for District. A new position of Superintendent of Finance and Human Resources was approved. The new job description, pending approval of Finance Committee, will be posted as soon as possible with GFOA and IPRA.

Adjournment

With no further business to discuss a motion was made by Commissioner Carney and seconded by Commissioner Loranger to adjourn the Regular Board Meeting at 8:36 p.m. The motion was unanimously approved with a voice vote. The motion carried.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
Ellen Avery, Prospect Heights Park District Secretary